

Course No: MAN2302
Course Title: HRM
Date: 15/02/2014
No. of Questions: (7)
Time: 2hours
Using Calculator (No)

University of Palestine



Final Exam
2013/2014
Total Grade: 60

Instructor Name: Abedelazez Safi
Student No.: _____
Student Name: _____
College Name: _____
Dep. / Specialist: _____
Using Dictionary (No)

1st Question: Put (R) in Front of The Right Answer and (W) in front of Wrong Answer.

1. () The induction program should be drawn up depending on the size of complexity of the business.
2. () The follow-up activities related to the employees in their first weeks help to remove any doubts and misunderstandings the employee may have.
3. () There is an adverse relationship between the training and development of employees and the efficiency of the organization.
4. () Training is a mean to achieve an end. It is not an end in itself.
5. () Top managers haven't any impact on the training process
6. () The location of training has no impact on the training results , but the curriculum used has a major impact on them.
7. () The personal differences in ability, learning capacity and interest of trainees must be taken on account when designing training programs.
8. () The probationary period must not increase about one month.
9. () Performance appraisal is used to appraise the quality of performance of different employees.
10. () The standards of performance shouldn't be communicated to the employees.

2nd Question: Choose The Correct Answer from the Multiple Choices

1. At _____ the new employee is introduced to his/her job situation and informed about the rules, working conditions, privileges and activities and other particulars pertaining to the organization.
 - a. Induction
 - b. Training
 - c. Appointment
 - d. Recruitment
2. The induction program should be drawn up in consultation with:
 - a. Senior Management
 - b. Supervisors or Line Managers
 - c. HR Officials
 - d. None of above
 - e. All of above

Course No: MAN2302
Course Title: HRM
Date: 15/02/2014
No. of Questions: (7)
Time: 2hours
Using Calculator (No)

University of Palestine



Final Exam
2013/2014
Total Grade: 60

Instructor Name: Abedelazez Safi
Student No.: _____
Student Name: _____
College Name: _____
Dep. / Specialist: _____
Using Dictionary (No)

3. The good training program is that one which cover the following aspect except:

- a. Relevance to job requirements
- b. Determine the training needs
- c. Provide suitable incentives.
- d. Ignore personal differences.
- e. Provide management support.

4. The success of a Training Programme is affected by:

- a. The trainer
- b. The curriculum
- c. The training material
- d. b and c
- e. All of above

5. Personal observation, statistical reports, oral reports and written reports are sources of information that used to measure:

- a. Standard performance.
- b. Actual performance.
- c. The deviation of performance.
- d. Performance quality.

3rd Question: Defined the Following Concept

1. **Induction:**
2. **Evaluation of training:**
3. **Job training:**
4. **Probationary period:**
5. **Training:**

4th Question: Mention the Right Answer of the Following Question

1. **There are two types of corrective action, explain them briefly?**
2. **Mention 7 of traditional methods of performance appraisal?**
3. **What is the importance of trial / probationary period?**
4. **What are the uses and Purposes of Performance Appraisal?**

Course No: MAN2302
Course Title: HRM
Date: 15/02/2014
No. of Questions: (7)
Time: 2hours
Using Calculator (No)

University of Palestine



Final Exam
2013/2014
Total Grade: 60

Instructor Name: Abedelazez Safi
Student No.: _____
Student Name: _____
College Name: _____
Dep. / Specialist: _____
Using Dictionary (No)

5th Question: Explain and Mention

1. Explain the steps of performance appraisal?
2. Explain the methods of training and development?
3. Explain the characteristics of a good Training Programme ?

6th Question: Write the required Letter

Let's Assume you are applying to Program Officer Position and you are required to write a COVER LETTER for that Program Officer Position?
(Please don't write more that 8 lines and 80 words Maximum)

7th Question: For Student who didn't attend the Midterm Exam

1. What are the main activities of Manpower planning?
2. What are the main components of the job description?

End of Questions

Good Luck